### **NAU Green Fund Bylaws**

#### September 12th, 2012

#### Mission Statement

The NAU Green Fund promotes student participation in and provides funding for projects that reduce NAU's negative impact on the environment and create a culture of sustainability oncampus.

# Article 1: Green Fund Committee Section 1.1: Duties of the Green Fund Committee

The Green Fund Committee has authority over TGF spending. It shall be the duty of the Committee members to Publicize and promote the existence and effectiveness of TGF. Review project applications and determine allocation of funds.

Assess the effectiveness of TGF---sponsored projects and spring semester symposium.

### **Section 1.2: Powers and Voting**

A simple majority of the Committee's full membership is required to make funding and any other official decisions, except as provided for elsewhere in these bylaws. Apart from his/her normal function as a part of this committee, a member has no individual authority. The Green Fund Selection Committee must approve all members before assuming their position on the committee. The Green Fund Selection Committee will consist of the Director of the Green Fund and the Steering Committee for the Environmental Caucus.

## **Section 1.3: The Green Fund Manager**

An employee of the Office of Sustainability will act as manager of the Green Fund. This manager will be a non---voting member of the Green Fund Committee. The manager will provide consistent institutional memory about the procedures of the Green Fund and the Green Fund Committee. The manager will act as an administrative liaison responsible for project management, business management, and financial management.

### Section 1.4: The Green Fund Symposium

At the end of the spring semester, the Green Fund Committee and the Green Fund Manager will organize and host a Green Fund Symposium. All Green Fund proposals will be required to include a commitment to present at the Green Fund Symposium and disseminate findings or results of their funded proposal.

# **Section 1.5: The Green Fund Committee Member Seats and Representation**

The Green Fund Committee shall consist of six appointed students including no more than 2 graduate students. The non-student section of the voting committee is comprised of three people: one faculty member, one facilities representative, and one administrative representative. The non-student section can help the student section understand NAU policy when regarding marketing, Human Resources, hiring, procurement and how they affect the work of the Green Fund. Preference for student seats will be weighted towards diversity of area of study and experience. The three non-students shall consist of an administrative member with environmental sustainability expertise, a staff member from Facilities Services, and one faculty member. All Green Fund Committee meetings will be open to any community members for attendance; however, visitors to committee meetings will not be considered members of the committee, voting or non---voting.

The Green Fund Committee can appoint non---voting committee members with a majority vote. Members of the community that come to Green Fund meetings must save commentary for the end of the meeting when the Chair announces the time for the good of the order.

#### **Section 1.6: Officers**

Green Fund Officer Positions: Secretary, treasurer, vice chair, chair, PR Specialist and event planner. These officer roles will be outlined in committee application.

The Governing Committee shall have two student officers: Chair and Vice Chair. The Chair shall preside at all Green Fund Committee meetings, create the agenda for meetings, act as facilitator and coordinator of the committee, manage email correspondence, and hold meetings to the agenda in a timely fashion.

The Vice Chair will assist the Chair with his or her duties including email correspondence. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Committee Chair will be a senior member in their second term on the committee. The vice chair will help with any duties that chair needs.

Officer positions will start with the first of the semester.

A member of the committee will be the designated secretary for meeting notes if the Marketing Intern is not available.

The Green Fund Committee Chair is the leading role of the Voting Committee and the Board of Directors. The committee's chair overseas all operations of the Green Fund while directing its

committee members. The Green Fund Committee Chair must be a student at the university in order to qualify for this position. This is a part-time position that is employed through the Office of Sustainability. The Green Fund committee elects the committee chair for the next year during the beginning of the spring semester. When a new chair is elected, they must plan on "Shadowing" the current chair. The following year's Green Fund student committee will be selected during the end of every spring semester.

The duties of the committee chair consist of the following: managing Green Fund interns, meeting with all approved projects to initialize the funds for the reimbursement process and develop project milestones, managing the Green Fund Internships, putting forth outreach of the Green Fund to the public, and mediating any conflicts that may arise from the daily operations of the Green Fund.

## **Section 1.7: Member Appointments and Replacement**

Each member of the Green Fund Committee shall be appointed for one year. Committee members may serve at most two consecutive terms, and the total number of terms they may serve is not limited. Voting Members must be enrolled in or employed by NAU for the length of the term.

A Committee member may be removed by a simple majority vote of the other Committee members for unjustifiable absence, conflict of interest, and any inappropriate behaviors. Please refer to the official NAU Student Code of Conduct.

In the event of a vacancy of a voting member on the Green Fund Committee, The Green Fund Selection Committee must appointed a new committee member.

The Green Fund Selection Committee may immediately appoint a non---voting member of the Green Fund Committee to become a voting member of the Green Fund Committee. In the event that this occurs, the newly appointed voting member of the Green Fund Committee will carry out the duration of the vacated term.

In the event that this does not occur, a call for applications will be put out for the Green Fund Committee to the student body. The Green Fund Selection Committee will review applications and make a new appointment for the duration of the vacated term.

When a vacancy of a voting committee member seat occurs, the replacement for that vacant seat will be of the same designation as that vacant seat. In the event that no one is available to take the seat of a certain designation, it will be allowed for two faculty, two facility, or two admin seats. This rule does not apply to the student majority seats. A faculty member will replace a vacant faculty seat. A student member will replace a vacant student seat. A Facilities Services staff member will replace a vacant Facilities Services staff seat. An administration staff member will fill a vacant administration staff seat.

#### **Section 1.8: Conflict of Interest**

The Green Fund Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. For example, each Committee member must make public all campus groups and organizations of which he or she is a member. Where appropriate, the Committee member shall remove himself or herself from voting on projects proposal where a conflict exists.

#### **Article 2: Allocation of Funds for Operational Budget**

#### **Section 2.1: Operational Budget**

The Chair of the Green Fund will create an operational budget for the Green Fund Committee each year. The Green Fund Committee will approve the annual operational budget with a simple majority vote. Fund allocations to certain types of project can be granted. For instance, if one year the committee wants to divide \$100,000 of the fund to grand-scale renewable energy (facility services) projects and keep the remaining \$80,000 for student led projects

# **Section 2.1: Use of Operational Budget**

The Green Fund Committee, by way of a simple majority vote, will determine uses of operational budget.

## **Article 3: Allocations of Funds for Project Selection**

# **Section 3.1: Projects with Strong Student Component**

The funds dispersed by the Green Fund Committee for projects each year shall be allocated to projects with direct student involvement. Such projects include, but are not limited to: internships, initiatives that include students in their oversight bodies, student research, and projects proposed by students.

### **Section 3.2: General Requirements for Proposed Projects**

Projects to be considered for funding by the Green Fund Committee must meet the following criteria: (Please refer to the 8 criteria on our website)

- 1. Projects must directly address environmental sustainability on the Flagstaff campus, or in the capacity that off---campus activities influence sustainability on campus. All proposed projects must have a clearly defined, measurable outcome.
- Project proposals must be submitted by NAU students, faculty or staff. Individuals and organizations outside of NAU may not submit proposals.
- 3. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
- 4. Funding by the Green Fund Committee will not support projects already mandated by law or NAU policy directive (e.g. standards for new building construction), since NAU is already obliged to allocate funds for such projects. The Green Fund Committee will fund projects which go above and beyond minimum requirements and that are unable to gain funding from other sources.
- 5. All projects shall have a mechanism for evaluation and follow---up after funding has been dispersed. At minimum, a project plan must include a report made to the Committee after successful (or unsuccessful) implementation. If a project is expected to have ongoing benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Committee on an (at least) annual basis.

- 6. Projects must have publicity, education, and outreach considerations.
- 7. Projects must include student involvement.
- 8. Proposed projects must include a commitment to present at Green Fund Symposium events in two capacities. First, funded proposals must have a presentation at all Green Fund Symposiums throughout the duration of their funded project. Second, funded proposals must have a presentation at the most immediately occurring Green Fund Symposium after the completion of their funded project.

## **Section 3.3: Project Criteria Weighted for Voting**

The Green Fund Committee shall weigh the following criteria when voting on project proposals. All projects must either help our goal of carbon neutrality or promote a culture of sustainability. Meeting these criteria is not required for projects to be considered, but is strongly recommended. These criteria should be discussed within the body of the executive summary in the project application.

- 1. VISIBILITY Is there a public outreach plan? How will faculty, students, and staff know about this?
- 2. MEETS STUDENT PRIORITIES How well does this align with student surveys?
- 3. ECONOMICALLY FEASIBLE/SUSTAINABLE Is the project financially efficient
- 4. PROGRAM LONGEVITY/LEGACY Is the program repeatable? How would the project continue into the future? By whom?

- 5. REASONABLE TIMELINE How long will it take to implement your project? Do you have a timeline for when you will start and when you expect to begin seeing results?
- 6. CAMPUS COMMUNITY INVOLVEMENT Have you considered and identified departments, programs, faculty, staff, student groups, etc. that might be involved, or interact with your project? What campus connections can you make with this project?
- 7. PROJECT EVALUATION: How does your proposal plan to outline and measure the results of the project? How does your proposal plan to include information on formative and summative evaluation?
- 8. MEETS CAMPUS SUSTAINABILITY GOALS How does this project align with the goals of the Climate Action Plan?

# Section 3.4: Additional Project Criteria at Discretion of Committee

The Green Fund Committee may create additional project criteria or alter existing project criteria with a simple majority vote, provided that these additional or altered criteria are consistent with the overall mission of The Green Fund and the requirements and preferences outlined in these Bylaws.

### **Article 4: Other Rules Governing the Funds**

### **Section 4.1: Disbursement of Project Funds**

Funding distribution for projects approved by the Green Fund Committee must occur in one of the following two ways. First, when an approved project is managed by Facilities Services, funding will be transferred internally from the Green Fund to Facilities Services. Second, when a departmental office manages an approved project, funding will be reimbursed to that departmental office according to the approved project timeline.

# Section 4.2: Disbursement of Travel Funds that Support the Project

Funding from the Green Fund may be used for travel associated with approved project, including conference registration. However, travel funding must be written into the original project proposal, and the purpose of the travel must be associated with dissemination of project results or contribute to project completion.

#### Section 4.3: Reallocation of Funds

Funding not allocated in a given year shall remain in the Green Fund for future use. Funding allocated to an approved project that is not spent in accordance with the project timeline shall be returned to the Green Fund. Funding from the Green Fund is not to be used or reallocated for purposes other than those described in these Bylaws. The Green Fund Committee shall continue to operate as long as funding remains in the Green Fund account.

#### Add: Section 4.4: Miscellaneous use of funds

Besides project funding, the Green Fund may spend money on the following but not limited to: events as the sponsor, conference funding for Green Fund Members, one student organization/class on-campus and 5 individual students, operations, costs of maintaining an office and salaries for student Green Fund Committee Members.

## **Article 5: Accountability, Records and Reports**

#### **Section 5.1: TGF Accountability to the Student Body**

The Green Fund shall be accountable to the student body and therefore shall make all its records available to the public and issue an annual report of its activities to the ASNAU Senate, the environmental Caucus, and the President's Office. Meeting minutes from the Green Fund Committee will be posted on the Green Fund website.

#### **Section 5.2: Accountability of Projects**

All projects funded by the Green Fund shall submit a deliverable report to the Green Fund Committee at the conclusion of the project or annually from the date of the project approval, if the project is funded for multiple years. The report must include a budget detailing the spending of all funds.

Upon review of a report, the Green Fund Committee shall judge whether the funds were spent within the scope of the project and within the approved timeline. If the Green Fund Committee determines project funding was spent outside of the project scope, the Green Fund Committee reserves the right to withhold reimbursement funding until the discrepancy is remedied.

### **Section 5.3: Records and Reports**

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The Green Fund Committee must keep the following on record:

1. Minutes of all meetings of the Green Fund Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.

- 2. Adequate and correct books and records of account, including accounts of its business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- 3. Record of projects selected each year and the funds allocated to each project.
- 4. Reports made back to the Green Fund Committee on completed projects and all annual reports received from projects with ongoing benefits.
- Copies of all annual reports which the Green Fund Committee has issued to the ASNAU Senate, the Environmental Caucus, and the President's Office.
- 6. Article 6: Amendment of Bylaws

A simple majority vote by the voting members of the existing Green Fund Committee may amend, create, or repeal portions of these Bylaws. Amendments, additions, and repeals may not adversely affect the Mission of The Green Fund. The Mission of the Green Fund may only be amended by way of approval of the President of the university or the Arizona Board of Regents.

### **Article 7: Compliance with Higher Regulations**

Actions guided by the bylaws stated above shall comply with all local, state, and federal laws in addition to ABOR regulations and Northern Arizona University policy.

#### Reference

The format and language of the NAU Green Fund Bylaws were

completed and approved by th	ne Chair of the	e Green Fu	und and t	the
Green Fund Committee.				

NAU Green Fund Bylaws January 24<sup>th</sup>, 2014